



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

COMMUNITY FIRST CHOICE Policy Manual

Section: Eligibility for Services

Subject: Service Limitations and Exclusions

Reference: ARM 37.40.1002, 37.40.1006, 37.40.100, ARM 37.40.1110, 37.40.1115 and 37.40.1116.

SKILLED SERVICES

Services that are not exempt from the Nurse Practice Act may not be performed under this program. Four Health Maintenance Activities (HMAs) have been exempt from the Nurse Practice Act for purposes of the self-directed program. These four HMAs tasks may be delivered under the self-directed (SD) Community First Choice/Personal Assistance Services (CFC/PAS) program when the following criteria are met:

- HMA is authorized by MPQH on the Service Profile (SLTC-155);
- Health Care Professional (HCP) has signed the HCP Authorization form (SLTC-160) indicating the member/Personal Representative (PR) may direct the HMAs; and
- Services are included on the member's Service Plan (SLTC-175) exactly as it is indicated on the Mountain Pacific Quality Health (MPQH) Service Profile.

PERSONAL ASSISTANCE SERVICE LIMITS

A member is eligible for no more than 80 hours (320 units) of Personal Assistance Services (PAS) in a two-week period. MPQH may authorize hours in excess of this limit for periods longer than 28 days but less than 90 days.



A member may receive no more than six hours (24 units) or 1/3 of their total SD-PAS time for IADL tasks; whichever is less, in a two-week period.

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Mileage may only be billed for miles associated with an approved shopping trip and when the member's attendant uses their car to transport the member. Mileage for medical escort transportation may only be billed when the medical appointment is within the local community and the member's attendant uses their car to transport the member.

Note: Medical escort may exceed the service limits outlined above.

COMMUNITY FIRST CHOICE SERVICE LIMITS

A member is eligible for no more than 84 hours (336 units) of Community First Choice (CFC) in a two-week period. Mountain Pacific Quality Health (MPQH) may authorize hours in excess of this limit for periods longer than 28 days but less than 90 days.

A member may receive no more than ten hours (40 units) or 1/3 of their total SD-CFC time for IADL tasks, whichever is less, in a two-week period.

Mileage may only be billed for miles associated with an approved shopping or community integration trip and when the member's attendant uses their car to transport the member. Mileage for medical escort transportation may only be billed when the medical appointment is within the local community and the member's attendant uses their car to transport the member.

Skill Acquisition may only be provided for a period of time not to exceed 90 days and total hours authorized in that three month period may not exceed 26 hours. A second three month authorization span and additional 26 hours may be authorized in special circumstances. Refer to SD- CFC/PAS 721 for specific criteria.

Note: Medical escort attendant time may exceed the service limits outlined above.

SERVICE LOCATION

Members who reside in the following settings are not eligible to receive SD-CFC/PAS:

- a. Hospital;
- b. Hospitals providing long-term care;
- c. Assisted living facility;

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- d. Adult foster home;
- e. Licensed youth foster homes;
- f. Mental health group homes; and
- g. Adult intensive community home services.

EXCLUDED SERVICES

CFC/PAS services do not include services that maintain an entire household or family or which are not medically necessary. These include, but are not limited to the following:

1. Cleaning floors and furniture in areas that members do not use or occupy. For example, cleaning the entire living area, when the member occupies only one room.
2. Laundering clothing or bedding the member does not use. For example, laundering for the entire household rather than laundering just the member's clothes when family is unable or unavailable.
3. Shopping for groceries or household items members do not need for health or nutritional needs. Attendants may not shop for items that are used by the rest of the household.

Note: If a member has CFC community integration they have the option of shopping for non-essential items under community integration, keeping in mind that the one-third rule still applies.

4. Supervision (except as allowed under the Home and Community Based Services Waiver Programs), respite care, babysitting, or friendly visiting. Household tasks may not be authorized for the purpose of supervising the member.
5. Maintenance of pets except in the case where the animal is a certified service animal:
 - a. An attendant may assist with offering food and water, letting the animal out to exercise, and brushing/combining the animal's coat;
 - b. Provide non-routine bathing in circumstances where the

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animal needs immediate attention; and

- c. These services must be absorbed in the member's current plan of care. No additional hours will be authorized.

- 6. Regular house and yard maintenance. For example, lawn care, window washing, and woodcutting.

Note: A member may be authorized for Yard Hazard Removal Services in order to increase personal safety to access their home. In order for the member to be eligible to receive this service, he or she must be unable to perform such activities independently and be living in a home where the service is not provided as a part of a rental or lease agreement.

- 7. Services designed to train individuals to complete functional tasks must be provided by a specially trained attendant or habilitation trainer under the Home and Community Based Services waiver.

Note: A member may be authorized for skill acquisition services. This service is provided by a Community First Choice attendant to train and support a member to acquire independence with an activity of daily living, instrumental activity of daily living, or health maintenance activity. The service may be authorized when the member is expected to achieve skill acquisition within a 90-day period of time.

SERVICES TO CHILDREN

- 1. CFC/PAS services are not available to relieve a parent of their child caring or other legal responsibilities. CFC/PAS for children with a disability may be appropriate when the parent is unqualified or otherwise unable to provide the personal assistance or the child is at risk of institutionalization unless the services are provided. In authorizing services to children with a disability, the age-appropriateness of parental assistance is considered. (Refer to SD-CFC/PAS 711 and 7123).
- 2. Skilled services for children are provided under Early Periodic Screening, Detection Treatment (EPSDT) program or waiver Private Duty Nursing (PDN) when a specific criterion is met.

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3. Household tasks and meal prep may be authorized only when the child, in absence of their physical limitations, would normally perform the task.
4. For a minor child (member under age 18) to participate in this program, a personal representative must be utilized.

MEMBER RESTRICTIONS

1. Members who participate in SD CFC/PAS are restricted from utilizing AB CFC/PAS except when the member's emergency backup plan fails. In these circumstances the member may access AB services when the AB provider agency is able to provide temporary back-up assistance.
2. Members must select one SD provider agency to oversee and support their participation in the SD-CFC/PAS program. More than one provider agency cannot share a SD member's CFC/PAS services.
3. Members who are authorized to manage specific health maintenance tasks are restricted from utilizing skilled nursing home health services for the routine completion of such tasks.
 - a. Tasks that are not authorized for management by the member may be performed through waiver PDN or services provided through a home health agency. In an acute episode, the member may suspend a HMA and receive the HMA service temporarily through waiver or home health. The SD agency should complete a temporary authorization to adjust the Service Plan in these circumstances.
4. Member/PR is required to participate in the review process to include authorization of services and onsite agency oversight. It is required that the member and PR, if applicable, meet in person for the authorization of services and for the Person Centered Planning coordinated visit. Missed reviews can lead to service termination.